

SANDY CITY
APPROVED POSITION CLASSIFICATIONS

I. Position Title: Assistant City Attorney / Prosecutor

Revision Date: 04/15

EEO Category: Professional

Status: Exempt (Law Prof.)

Control No: 30307

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the City Attorney, Deputy City Attorney or City Prosecutor performs civil and criminal law functions which require the application of professional judgment and skill.

III. Essential Duties:

- Prosecutes criminal cases including appeals to District Court and the drafting of legal documents such as informations, pleadings, motions, memoranda, arrest and search warrants and subpoenas.
- Performs legal research including extensive analysis of legal positions.
- Determines and applies legal principles and precedents to problems and issues.
- Researches and updates case laws and statutes.
- Initiates and prosecutes actions to protect the City's interests and defends the city in court, including preparation of pleadings and briefs, oral argument, trial and settlement negotiations.
- Screens cases for prosecution as directed.
- Performs civil and criminal law functions for the city, including advising and consulting with the Mayor, department heads, municipal employees, City commission, boards, committees and courts.
- May be assigned to advise Police, Animal Control, Code Enforcement or other departments/divisions of the city.

IV. Marginal Duties:

- Prepares ordinances, resolutions, contracts, leases and other legal documents relating to civil practice.
- Performs miscellaneous office work.
- Performs other duties as assigned.

V. Qualifications:

Education: Juris Doctorate Degree, membership in the Utah State Bar and admission to practice before all state courts and U.S. District Court are required.

Experience: Requires one year experience in criminal law.

Additional Requirements: A background check relating to past activities is required for access to state and federal criminal history data bases.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Laws affecting municipalities and their employees and rules of proper verbal and written communication.

Responsibility for: Drafting documents for courts or city departments; must take positions, make decisions and present the same with clarity and in a manner which will withstand court challenges; have moderate responsibility for making decisions in matters of serious financial or practical consequence or involving the welfare of lives and property.

Communication Skills: Ability to effectively counsel, persuade and inform others, regarding city laws and operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively and argue persuasively, often under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative and legislative officials, press representatives, co-workers, police and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Frequent computer use is required with ability to operate personal computers including word processing and other software; use of copiers, scanners, printers and fax machines is also required.

Analytical Ability: Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze and retain familiarity with large numbers of complex court cases; research effectively and acquire and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Minimal physical exertion is required; employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is generally referred to supervisor only when judgment or policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____